

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Utility Planner****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides strategic and operational planning support to management. Plans and implements new technology, new work processes, and improvements to services. Monitors new legislation, regulations, and contract impacts. Acts as a liaison with other departments and agencies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides support to the Director and senior management by conducting work force analysis, market/economic trend analysis, making recommendations, coordinating and conducting meetings, and providing professional development assistance and direction to middle managers.
2	L	Plans, implements and improves work processes by implementing technology changes, training employees, and evaluating the impact of changes.
3	L	Interprets and implements new legislation and regulations by monitoring legislation affecting utilities, updating City utility code, and preparing reports and presentations.
4	S	Acts as a liaison for the director's office by attending city council and department meetings, participating in regional planning efforts, providing analysis and recommendations to the director, and coordinating with departments on issues involving utilities.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read legislation, technical manuals, and related materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write various reports.
Managerial	Managerial responsibilities include planning the design and implementation of new technology and work processes, and strategic and operational planning.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, field observations
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, offsite field work
Lifting	R	Display material, office supplies
Carrying	R	Display materials, office supplies
Pushing/Pulling	R	Setting up displays
Reaching	R	Setting up displays
Handling	R	Office materials and supplies, paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, writing
Kneeling	R	Computer equipment setup
Crouching	R	Computer equipment setup
Crawling	N	
Bending	R	Computer equipment setup
Twisting	R	Computer equipment setup
Climbing	N	
Balancing	N	
Vision	C	Reading, computer, desk work, field observations
Hearing	C	Staff, supervisors, vendors, presentations, meetings, telephone
Talking	F	Staff, supervisors, vendors, presentations, meetings, telephone
Foot Controls	N	
Other (specify)	N	

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Display materials, computer, projector, Standard Microsoft Windows and Office software, Corel Draw, Outlook, VISIO, AFIN, Hansen, Internet, ArcView, PeopleSoft, VBIS

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)